

GRANTSVILLE CITY
BUILDING PERMIT REQUIREMENTS

Note: You need to allow approximately 2 weeks for permit processing and approval after everything on this list has been turned in. Permits will not be forwarded for plan review until we have all of these items!

1. **1 hard copy set of plans and 1 electronic copy (PDF) is required for plan review.**
Please see next for a list of what a complete set of plans consists of. All information is required for plan review. A Plot Plan showing distances from proposed and existing structures to all property lines. Please do this on a regular size sheet of paper (8 ½ x 11 inches). It does not have to be to scale, but all parallel streets should be identified.
2. **Sign off from Grantsville Irrigation Company** (Grantsville Irrigation Company needs to mark your plot plans or both sets of plans to indicate where any of their water lines run across the property). Phone: 884-3451 Address: 411 S. Old Mormon Trail (West Street).
3. Copy of the **Warranty Deed**, MUST HAVE COUNTY RECORDER STAMP and show property address and property owner.
4. Septic tank/well permits (if required). If using a well and/or septic tank, these must also show on plot plan (item 1) as well as distances from each other and house.
5. Any meter setter changes must be complete prior to Building Permit issuance **OR** the owner/builder will be charged for the higher meter impact fees. **NO REFUNDS.**
6. Builder permit application must show all names, addresses, phone numbers, and state license numbers of **all contractors** who will be doing work. If the general contractor is not licensed within Grantsville City, we will need a copy of their Utah State License.
7. Permit application must show assessor's parcel number for property. This can be found on a property tax notice or by calling the Tooele County Recorder's Office (843-3180).
8. If permit is for a new home and owner has secondary water for outdoor use, proof of such water for use at said address must be turned in with permit. Certificate(s) must be made out to Grantsville City.
9. Where access for property is on a State highway, a copy of a UDOT encroachment permit must be provided before permit will be issued.
10. Address must be posted on construction site.
11. If owner/builder, we must have a signed (and notarized) owner/builder certification form.

12. Please make sure the owner and contractor signs the permit (right side of permit, near bottom).

NOTE: ALL NEW CONSTRUCTION REQUIRES UNDERGROUND POWER LINES!!!!